

United States Department of Agriculture



Natural Resources Conservation Service
655 Parfet Street
Lakewood, CO 80215

VIA ELECTRONIC MAIL

COLORADO BULLETIN NO.: CO-330-07-01

October 10, 2006

SUBJECT: MCT – Natural Resources Conservation Service (NRCS)
Calendar

TO: All Employees

PURPOSE: To provide information on NRCS calendar

EXPIRATION DATE: September 30, 2007

Colorado NRCS will use the calendar available in “my.NRCS” as the official schedule for all meetings, training sessions, teleconferences, program rollouts, signups, and deadlines statewide. To request a posting of an activity on the calendar, the attached “Calendar Event Request Form” must be completed and submitted at least 30 days prior to the activity or event.

Follow these steps in the completion of the form:

- 1) Enable macros when opening the form.
- 2) Complete all fields on the form. Required fields are marked with an asterisk*.
- 3) In the event type field, click on the drop-down arrow to display the event list to select entry.
- 4) After inputting your information, click the submit button to e-mail the form to Rochelle Taylor and Debra Molinaro.
- 5) After clicking on the submit button, a Microsoft Office Outlook box will appear. Click “Yes” to submit form.

Principal staff and Area Conservationists should encourage the use of this calendar by all staff.

Please contact Randy Randall, Assistant State Conservationist for Operations, if you have questions.

A handwritten signature in dark ink, appearing to read "Allen Green", is written over a light blue horizontal line.

ALLEN GREEN
State Conservationist

Attachment

DIST: E

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